

# **Town of Los Gatos**

## **Mission Statement**

**The mission of the Town of Los Gatos is to enhance the quality of life in Los Gatos by providing the highest quality leadership and most efficient services and facilities. The**

**Town strives to provide a working environment which promotes excellence; fosters cooperation; values volunteerism; and seeks to meet the needs of the community and the Town Council, Employees, Commissions, Committees and Boards.**

Dear Commission, Committee or Board Member:

We would like to congratulate you on your appointment to a Town of Los Gatos board, commission or committee. We welcome you and appreciate your desire to serve our community by volunteering for this important advisory position.

Participation on a commission, committee or board should be a satisfying and challenging experience. It provides an opportunity to become intimately familiar with the operating policies and procedures of municipal government. It personifies citizen participation in policy determination, and gives you an opportunity to play a vital role in the communications process between citizen and elected Town officials.

This recently updated handbook will provide you with some background on the Town of Los Gatos governmental structure and clarify relationships between commissioners and board members and the Town Council, Town Manager, and Town staff. It will acquaint you with some of your duties and responsibilities and make you aware of certain laws governing public office. This is important information for you to know in order to serve effectively. You will also be given information pertaining to your particular commission, committee or board from the Town staff liaison to that commission/board.

On behalf of the Town Council, thank you for accepting this responsibility and for your commitment to devote time and effort to this essential part of our democratic process. We hope this will be an enjoyable and rewarding experience for you.

Sincerely,

Debra J. Figone  
Town Manager